



Subdivision Application Form

433 Hay Street, Fayetteville, North Carolina 28301

Meeting Date: _____ Approved/Denied

910-433-1612 email: mbryant@ci.fay.nc.us

Case #: _____ Date Submitted: _____ Amount: _____ Received By: _____

- 1. Do not submit more information than is required by the application checklist. Additional pages that accompany submittals and that are not necessary and will be discarded.**
- Subdivision plans may be reviewed in two phases, a preliminary plan review, and a final plan review. If an applicant wishes to provide all the required information in the initial phase they may do so.
- A subdivision plan is required for all subdivisions except those that qualify as a Subdivision Exemption (Article 30-2 6. (f). Subdivision Exemptions require a submittal of the mylar for staff signatures. There is no fee for Subdivision Exemptions.
- A final plat is required as the final step of the subdivision plan. (See the last page of this application for more information.)
- All subdivision plans must be prepared, sealed, and signed by a professional engineer or licensed land surveyor.
- The Technical Review Committee meets every Wednesday to review submittals. Comments will be sent to the individuals listed on this form. If a Vested Rights Certificate is requested the plans are valid for 2 years. If projects are not completed within the 2-year period a new submittal/review shall be required. To obtain a Vested Rights Certificate contact a Zoning Officer in the Inspections Dept.
- It will be necessary for the developer/engineer to work directly with the City Engineering Department to obtain approval of stormwater/drainage plans; City Traffic Services to obtain approval of a Driveway Permit, City Zoning Division to obtain approval of signage plans; City Sign Shop to coordinate installation of required street signage (Dean Sears, 433-1521), the Public Works Commission to obtain approval of water and/or sewer plans - 955 Old Wilmington Road, Fayetteville, NC 28301, 910-223-4600.

1. General Project Information

Project/Subdivision Name: _____		Submittal Type: <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	
Project Address: _____			
Tax Parcel Identification Number: _____			
Number of Lots Proposed: _____		Total Acreage: _____	
Average Lot Size (sq. ft.) _____		Average Lot Frontage (ft.) _____	
Base Zoning District: _____		Overlay Zoning District: _____	
Is this plan/property Zero Lot Line? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the property within the Watershed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the property lie within the 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do wetlands exist on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the existing and/or proposed land use? <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant			
What is the proposed land use? _____			
Is the site part of a planned development? <input type="checkbox"/> Yes <input type="checkbox"/> No		Which one? _____	
Does this application include a performance guarantee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Which features? _____	
Is this subdivision associated with a conditional rezoning? <input type="checkbox"/> Yes <input type="checkbox"/> No A special use permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are there city-approved conditions that apply to this site? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please attach a full listing of all applicable conditions.			
Other related case numbers: Rezoning, Variances, Site Plans, Subdivision, Special Use Permit:		Who will provide utilities to the development?	

2. Contact Information

Primary Point of Contact for the Surveyor/Engineer (Name):			
Mailing Address:		Fax No.:	
Phone No.:		Email:	
Primary Point of Contact for the Developer:			
Mailing Address:		Fax No.:	
Phone No.:		Email:	
Primary Point of Contact for the Owner:			
Mailing Address:		Fax No.:	
Phone No.:		Email:	

3. Submittal Requirement Checklist (Incomplete applications or plans will not be processed)

<input type="checkbox"/>	Subdivision Application Form
<input type="checkbox"/>	Application fee (\$400.00 plus \$20.00 per each lot) 1/2 the original fee is required for any Revisions to the plans that require additional TRC reviews.
<input type="checkbox"/>	List any conditions that affect the property
<input type="checkbox"/>	Notes and details related to an Administrative Adjustment or Alternative Plan of compliance, such as alternative landscape plan, parking plan, etc.
<input type="checkbox"/>	Email a copy of the application and the plan to: mbryant@ci.fay.nc.us
<input type="checkbox"/>	All additional information determined to be necessary by the Development Services Department

4. PRELIMINARY SUBDIVISION PLAN

A. General Information to be Shown on the Plan

<input type="checkbox"/>	The Name, Address, and Phone Number of the Developer, Property Owner and Engineer/Surveyor.
<input type="checkbox"/>	Name of the Development and its Location and Acreage
<input type="checkbox"/>	Date the Plan was Prepared
<input type="checkbox"/>	Vicinity Map to scale (no more than 1 inch to 1000 feet) and North Arrow
<input type="checkbox"/>	Sheets no larger than 36"x24" and Drawn to a Scale of no more than 1" inch to 60'
<input type="checkbox"/>	Property Lines, Lot Numbers, Zoning Lines, Phase Lines, City Limit Lines
<input type="checkbox"/>	Existing Structures (indicate if they are to be removed or to remain). If they are to remain indicate: Setbacks, Dimensions, Height Information, Façade Orientation, Square Footage and Use Information

B. Planning & Permitting Information to be Shown on the Plan

<input type="checkbox"/>	Open Space/Parkland Dedication with Acreage, Uses/Facilities	<input type="checkbox"/> Requests Payment in Lieu for __% (up to 50% Residential)
<input type="checkbox"/>	Tree Save Area with Acreage	<input type="checkbox"/> Requests Payment in Lieu for __% (up to 50% Residential)
<input type="checkbox"/>	General Areas Set-Aside for Required Landscaping: <input type="checkbox"/> Street Trees <input type="checkbox"/> Site & bldg. Landscaping <input type="checkbox"/> Interior VUA <input type="checkbox"/> Perimeter VUA <input type="checkbox"/> Street Yard <input type="checkbox"/> Property Perimeter Buffer:	
<input type="checkbox"/>	Floodplains and Floodways	

C. Traffic Information to be Shown on the Plan

<input type="checkbox"/>	Indicate Street Intersections within 500 feet of Subject Property
<input type="checkbox"/>	Shared access drives/easements

E. Engineering Information to be Shown on the Plan

<input type="checkbox"/>	Existing and Proposed Streets with Dimensions of right-of-way and pavement widths and Public or Private Status
<input type="checkbox"/>	Sidewalks - Existing and Proposed Sidewalks along Rights-of-Ways and Internal Connections with Public System

<input type="checkbox"/>	Right-of-Way and Pavement Width, Curb & Gutter, and Ditches (label existing, proposed, and if relocation is proposed)
<input type="checkbox"/>	Easements (Type of easement labeled and include applicable Deed Book and Page)
<input type="checkbox"/>	Wetlands
<input type="checkbox"/>	Water bodies (ponds, lakes, streams, etc.)
<input type="checkbox"/>	General Location of Storm Water Detention Facilities (existing and/or proposed)
<input type="checkbox"/>	Contours and Topographic Information
5. FINAL SUBDIVISION PLAN	
<input type="checkbox"/>	All the items shown in the preliminary subdivision plan
A. Planning & Permitting Information to be Shown on the Plan	
<input type="checkbox"/>	Property Lines with Metes and Bounds, Lot Numbers, Setbacks
<input type="checkbox"/>	Fences and Walls
<input type="checkbox"/>	Detailed Landscaping Plan: <input type="checkbox"/> Existing Trees (retained for tree credit toward planting requirements) <input type="checkbox"/> Street Trees <input type="checkbox"/> Site & bldg. Landscaping <input type="checkbox"/> Interior VUA <input type="checkbox"/> Perimeter VUA <input type="checkbox"/> Street Yard <input type="checkbox"/> Property Perimeter Buffer:
<input type="checkbox"/>	Existing and Proposed Signage with Summary
B. Traffic Information to be Shown on the Plan	
<input type="checkbox"/>	Existing and Proposed/Required Traffic Signs and Signals, Medians, Traffic Calming Devices
<input type="checkbox"/>	Right-of-Way Reservations and Dedications
<input type="checkbox"/>	Street Names
<input type="checkbox"/>	Turn Lanes with Details
<input type="checkbox"/>	Pedestrian Connections and , Bus and Bike Linkages
<input type="checkbox"/>	Sight Triangles
C. Engineering Information to be Shown on the Plan	
<input type="checkbox"/>	Location of Permanent Storm Water Management Facilities
<input type="checkbox"/>	Drainage/maintenance easement to serve Stormwater pond. All legal information pertaining to the pond must be submitted to the City prior to final plat approval
D. Fire Department Information to be Shown on the Plan	
<input type="checkbox"/>	Location of all gated entrances and exits and location of Knox Box
<input type="checkbox"/>	Fire Hydrant Locations (in accordance with NFPA, NC Fire Code, and PWC
<input type="checkbox"/>	Water Lines to include Location and Size (minimum 6 inches in size)
<input type="checkbox"/>	Submit Fire Flow Data (gallons per minute) in accordance with Appendix B of the NC Fire Code

FINAL PLAT REQUIREMENTS:
(There is a \$50.00 fee for Final Plats)

Items Required prior to Final Plat Approval

<input type="checkbox"/>	Payment of Final Plat (\$50.00 per plat) Note: There is not a fee for Subdivision Exemption Plats.
<input type="checkbox"/>	A Certification of Construction letter, indicating that the private street and related facilities are constructed in accordance with the approved plans and stamped with the engineer's seal.
<input type="checkbox"/>	Legal documents specifically designating the use of and responsibility for all common areas, private streets, open space/parkland, tree save areas, stormwater pond areas, etc. through an Owner's Association for review and approval by the City Attorney prior to the submission of a final plat and before the recording or the sale of any developed lot or unit in this development.
<input type="checkbox"/>	For Stormwater management facilities: "Operation and maintenance agreement recorded in the Cumberland County Register of Deeds, DB_____ and PG_____.
<input type="checkbox"/>	Legal documents associated with shared access drives/easements
<input type="checkbox"/>	Infrastructure inspections by the City and/or Infrastructure Bonds
<input type="checkbox"/>	Full or Partial Payment In-Lieu of Open Space/Parkland Dedication (if applicable)
<input type="checkbox"/>	Full or Partial Payment In-Lieu of Tree Save Area (if applicable)
<input type="checkbox"/>	Street Lighting plan approved and installation completed.
<input type="checkbox"/>	Traffic Control devices installed

Items to be Shown on Final Plat

<input type="checkbox"/>	Landowner's Signature
<input type="checkbox"/>	All Easements, Right of Ways, Wetlands, and/or Floodplains
<input type="checkbox"/>	<p>Disclosure Statements for Private Streets to be shown on Final Plats:</p> <p>"Any governmental agency personnel or equipment thereof shall be granted perpetual access over the private street to accomplish or fulfill any service or function for which the agency is responsible, and that any agency or organization designated by a governmental agency to perform a designated function shall also retain access the same as any governmental agency."</p> <p>"Any agency exercising its access rights shall have the same rights and only such liabilities as it would have on any public lands, right-of-ways, or easements."</p> <p>"Street right-of-ways shown on this plat are for private use and have not been accepted for maintenance by the Fayetteville City Council. It is City Council policy not to accept streets that do not meet public street standards, and are to be maintained by a Homeowner's Association".</p> <p>"It is City Council policy not to accept streets that do not meet public street standards. The street upon which the property described herein abuts is a private street, the cost of maintenance that shall be borne by either the grantee herein or a homeowner's association as set forth in any restrictive covenants applicable to this conveyance and recorded in Book _____, Page _____, of the Cumberland County Registry, which shall be a covenant to run with the land."</p>
<input type="checkbox"/>	<p>Disclosure Statement for Stormwater Management Facilities to be shown on Final Plat:</p> <p>"Operation and maintenance agreement recorded in the Cumberland County Register of Deeds, DB_____ and PG_____.</p>
<input type="checkbox"/>	<p>Disclosure Statement for Open Space/Parkland Dedication to be shown on Final Plat:</p> <p>"Open space/Parkland document recorded in the Cumberland County Register of Deeds, DB_____ and PG_____.</p>
<input type="checkbox"/>	<p>Tree Save Area described by Metes and Bounds with Acreage and Restrictions on Final Plat:</p> <p>No infrastructure, line, utility easement, or right-of-way is to be located within the Tree Save Area and no building is to be constructed within ten feet of the Tree Save Area.</p> <p>The Tree Save Area is to remain free of invasive plant species; Ground cover of mulch or native vegetation is to be maintained; and The cost of ongoing maintenance shall be the responsibility of the property owner.</p> <p><i>Tree Save Area(s) shall be a covenant to run with the land;</i></p> <p>Document recorded in the Cumberland County Register of Deeds, DB_____ and PG_____.</p>